

Graduate Assistant Resident Hall Director Position Description

JOB SUMMARY: The position of GA-Residence Hall Director is a 10-month, live-in position for graduate students. The GA-RHD is responsible for the day-to-day operations of at least one of nine residence halls and/or historic houses. The GA-RHD supervises a staff of Resident Assistants (RAs), and Desk Assistants (DAs), and monitors maintenance/custodial concerns. The GA-RHD also serves as an on-site counselor/facilitator for residents and is responsible for management of the building and residents when the College is officially open as well as during breaks (such as Winter and Spring).

APPOINTMENT LENGTH: July 15 – May 15, yearly. GA-RHD will work approximately 20 hours a week.

JOB ACTIVITIES

Community Development

- Cultivate a positive and engaging living environment that enables students to build relationships and to foster a sense of belonging
- Maintain high visibility and availability, including attending community events, and regularly touring the community and interacting with residents
- Plan, organize and implement community development initiatives that meet needs of residents
- Assists residents in their adjustment to college and group living by serving as a resource/referral in the academic, social, and personal counseling of students when possible within the scope of the Department of Residence Life
- Manages building programming budget
- Actively supports student learning, student success, and personal development

Supervision

- Supervises, develops, trains, and evaluates student staff members
- Advises the Residence Hall Government
- Conducts weekly meetings with student staff to communicate upcoming events, discuss community concerns, and facilitate professional development experiences related Residence Life Mission
- Coordinates timesheets and payroll materials for student staff
- Conduct weekly one-on-one meetings with staff members
- Ensures staff members are appropriately confronted and documented for behavioral issues, performance issues, and concerns

Crisis Management and Student Conduct

- Review all incident reports for incidents that take place in the community
- Supports and enforce college policies, adjudicated policy violations when necessary
- Maintains strict confidentiality of all student information in accordance with laws and institutional/departmental protocol
- Directly responds to and assesses crisis situations, contacting necessary personnel
- Serves as an on-call staff member on a rotating basis
- Refers students to campus resources as necessary

Administration and Communication

- Coordinates tasks such as opening and closing, health and safety inspections, front desk scheduling, and on-call scheduling
- Conducts weekly building walk-through and inspections to address facilities concerns
- Assists with special projects, events and planning committees
- Assume responsibility for the daily operation of a residence hall
- Prepare all required reports, records, and evaluations promptly and accurately
- Maintain an accurate inventory of all equipment, furniture, and facilities within the residence hall
- Effectively communicates (written and verbal contact) with others within and outside the Department
- Displays professionalism and models appropriate behavior – includes mentoring and coaching of others
- Supports and assists in campus-wide and divisional initiatives

SUPERVISOR: The Residence Hall Director reports to a variety of professional staff within the Department of Residence Life. All Residence Hall Directors are directly supervised by a Residence Life Coordinator.

ACTIVITY COMMITMENTS: Other paid employment must be approved in writing and in advance by their Residence Life Coordinator. Internships or special projects must have written approval of the Director of Residence Life.

MINIMUM QUALIFICATIONS: The Residence Hall Director position requires a strong desire to work with students and the ability to foster a positive living/learning environment. A high energy level, self-discipline and control, commitment to students, strong work ethic, knowledge of self, ability to work under pressure, time and stress management, flexibility, effective communication and leadership skill, good judgment and a sense of humor are critical. It is preferred that Residence Hall Directors attain graduate student standing. Residence Hall Directors may not take more than nine (9) graduate hours unless otherwise approved by the Director of Residence Life. Residence Hall Directors must maintain a cumulative and semester G.P.A. of 3.0 or higher to be considered for and retain employment.

Compensation: Starting salary is \$13,000 for 10 months. Live-in required in a furnished apartment with utilities. Designated parking is available at a discounted cost.

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